



WorkEthic Certification: Program Overview

The State of Indiana will award a WorkEthic Certificate to eligible high school students who have met the established criteria. The certificate will serve as validation that those students possessing this credential have successfully displayed strong work habits that will foster success in higher education and the workplace. One of the fundamental goals of the State of Indiana is to produce an emerging workforce that is prepared to face the challenges of a global marketplace.

Participation

Participation among juniors and seniors will be left to the discretion of individual schools.

Students will declare their intention to participate by signing a *Student Intent to Participate* form.

Participants who meet the established criteria will be recognized at an award ceremony at the end of the school year. The WorkEthic certificate will be awarded to each successful student.

Criteria

The ten criteria have been established by employers and educators to determine eligibility for the WorkEthic Certificate. These criteria are based upon attendance, community service, overall grade point average, organization, punctuality, respectfulness, and teamwork. Four of the criteria require signatures to serve as evidence that the student displays those qualities on a consistent basis.

Foundational Levels

1st year participants

- A Gold level certificate indicates a score of 92% or above
- A Blue level certificate indicates a score at 82% and greater, but less than 92%

2nd year participants (optional)

- A Gold level certificate indicates a score of 95% or above
- A Blue level certificate indicates a score at 85% and greater, but less than 95%

What Should Students Do?

Students should:

- Keep the standards in mind at all times
- Strive to complete 12 hours of community service
- Ensure they arrive at school and classes on time
- Make every effort to attend school and classes everyday
- Be respectful and cooperative to students, teachers, and administrators
- Do their best when completing assignments

Benefits to Students

- Be recognized with a WorkEthic Certificate signed by the Governor
- Become aware of work ethic components
- Have an opportunity to model the work ethic components
- Develop a sense of awareness of the importance of being prepared for the demands of the 21st century workforce and higher education
- Utilize the certificate to their advantage on resumes, college applications and at job interviews



WorkEthic Certification: Criteria

Ten criteria have been established to determine eligibility for the WorkEthic Certificate. First year participants must achieve minimum of 82% to receive a WorkEthic Certificate. Each standard is worth two points, except for the overall grade point average standard, which is worth up to three points.

Attendance Standard: Student attends school and class on a consistent basis and notifies the school in advance of planned absences

- (1 pt.) Student has maintained an attendance rate of 95% during the current school year.
- (2 pts.) Student has maintained an attendance rate of 97% during the current school year.

Absence Standard: Student provides an approved excuse for each day missed from school.

- (1 pt.) Student has no more than one unexcused absence during the current school year.
- (2 pts.) Student has no unexcused absences during the current school year.

Tardy Standard: Student comes to school on time everyday.

- (1 pt.) Student has no more than one unexcused tardy during the current school year.
- (2 pts.) Student has no unexcused tardies during the current school year.

Discipline Standard: Student displays self-discipline and self-responsibility

- (1 pt.) There has been no more than one discipline referral during the current school year.
- (2 pts.) There have been no discipline referrals during the current school year.

Community Service/ Internship Project Standard: Through community service learning or an internship, students are able to apply WorkEthic standards demonstrated in academia to the real world.

- (1pt.) Student has completed 6 hours of community service or 20 hours of an internship.
- (2 pts.) Student has completed 12 hours of community service or 40 hours of an internship.

Overall Grade Point Average Standard (7 semesters or more)

- (1pt.) Student has an overall grade point average equivalent to a C.
- (2 pts.) Student has an overall grade point average equivalent to a B.
- (3 pts.) Student has an overall grade point average equivalent to an A.

For the next four standards, teachers and/or an alternate must sign and indicate whether or not a student "Always" or "Often" meets each standard. "Always" earns (2 pts.) and a combination of "Always" and "Often" earn (1pt.). Four signatures are required for the following standards.

Organizational Standard: Displays strong personal, time management, and flexibility skills.

- (1 pt.) Student **often** demonstrates strong personal management, time management and flexibility
- (2 pts.) Student **always** demonstrates a strong personal management, time management and flexibility

Punctuality Standard: Student is punctual in the completion of classroom assignments.

- (1 pt.) Student **often** demonstrates punctuality in completing assignments.
- (2 pts.) Student **always** demonstrates punctuality in completing assignments.

Respectfulness Standard: Respects the rights of others and demonstrates it to fellow students, teachers and administrators.

- (1 pt.) Student **often** demonstrates respect to students, teachers, and administrators.
- (2 pts.) Student **always** demonstrates respect to students, teachers, and administrators.

Team Work Standard: Displays team/group cooperation with fellow students, teachers and administrators.

- (1pt.) Student **often** demonstrates team cooperation to fellow students, teachers, and administrators.
- (2 pts.) Student **always** demonstrates group cooperation to fellow students, teachers, and administrators.